



MAINE JUDICIAL BRANCH
ADMINISTRATIVE OFFICE OF THE COURTS

AUGUSTA OFFICE
1 COURT ST. SUITE 301
Augusta, ME 04330
Phone: 207-213-2850

To: Attorneys with Jury Trials in Maine State Courts
From: Elizabeth Maddaus, Director of Court Operations
Date: July 14, 2023

Important Information for Attorneys with Jury Trials Regarding Access to Juror Questionnaires via ShareFile

[Administrative Order JB-23-03](#) providing the process for electronic access to juror questionnaires goes into effect on July 17, 2023. The following provides information about accessing the questionnaires from the various clerks' offices around the state.

Scanning

After finalizing the list of the jurors serving for a particular term, the clerks will scan all juror qualification questionnaires and occupation lists for the term of service and label them accordingly. The scan will include any correspondence the juror has had with the court prior to service. The scans may be broken up into small groups depending on the number of jurors summoned, because the scans have a size limitation.

Timing

The clerks will scan the questionnaires relatively closely in time to the first jury selection of the term, if they get the questionnaires in time. **The timing of the scanning will be court-dependent**, as each court summons jurors differently with different dates. Check with your local court to determine when the questionnaires will be available to view. Warning: it may be that your court cannot scan the questionnaires until the last minute prior to the first jury selection of the term.

Uploading to ShareFile

The clerks will then upload the groups of scans to their court's scan folder in ShareFile. Again, the groups of scans will distinguish which juror numbers are contained in that scan group. For example, the name of the scan might be "YCSC May/June 2023 juror qs 1-100", or "CCSC July 2023 juror qs 101-200".

Requesting Access

Attorneys having a case set for the term should send the access request to the jury info email for the county they are interested in. You should provide an email that the clerk can use to send you a link to the questionnaires. A list of those email addresses is on the following page.





MAINE JUDICIAL BRANCH
ADMINISTRATIVE OFFICE OF THE COURTS

AUGUSTA OFFICE
1 COURT ST. SUITE 301
Augusta, ME 04330
Phone: 207-213-2850

Jury Info Email Addresses

juryinfofranklin@courts.maine.gov
juryinfohancock@courts.maine.gov
juryinfokennebec@courts.maine.gov
juryinfoknox@courts.maine.gov
juryinfoLINCOLN@courts.maine.gov
juryinfooxford@courts.maine.gov
juryinfoopenobscot@courts.maine.gov
juryinfoPISCATAQUIS@courts.maine.gov
juryinfosagadahoc@courts.maine.gov
juryinfosomerset@courts.maine.gov
juryinfoWALDO@courts.maine.gov
juryinfoWASHINGTON@courts.maine.gov
juryinfoYORK@courts.maine.gov
juryinfoANDROSCOGGIN@courts.maine.gov
juryinfoAROSTOOK@courts.maine.gov
juryinfoCUMBERLAND@courts.maine.gov

Access

Once the clerks receive your request, they will go into ShareFile and obtain a link to the requested questionnaires. They will then email you the link to the email you provided. The link you receive will look like this:

Please see this link to access jury questionnaires for May and June 2023. Please note that these questionnaires are view only and your access expires in 30 days.

<https://mainejudicialbranch.sharefile.com/d-sb2520fdbd3ab46318267f1689377f0d7>

You then click on the highlighted link, and you will have access to the questionnaires.

Limitations

You must request access each time the jury pool changes, and new questionnaires are uploaded. This frequency is court location-dependent and will very likely differ by county. You should check with your local court if you have questions.

Your access to the questionnaires will expire 30 days after you receive the link. The questionnaires are also “view only”, meaning you cannot download them. You also may not take screen shots of the questionnaires or the occupation lists. As you know, the questionnaires and lists are confidential and must remain so.

Questions? If you have any questions or need assistance, you may reach out to your local clerk.



Contact accessibility@courts.maine.gov
with requests for disability accommodations.

TTY: Maine Relay 711
www.courts.maine.gov

Contact interpreters@courts.maine.gov
with requests for interpreters.

